Department of Community Development
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Federal Way, WA 98003-6325
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www.cityoffederalway.com

Commercial Building Permit Checklist

All projects that require plan review must be submitted electronically. Please visit our website at cityoffederalway.com/page/permit-center to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.

Use this checklist to help gather all of the required information and documents in order to submit a complete building permit application for a project involving construction of a new commercial, multifamily building, or addition. **Please note, incomplete applications or improperly named/formatted documents will not be accepted.**

Land Use Approval is recommended prior to submitting the building permit application to avoid delay in project review. If the project has not received land use approval, it may be placed on hold until land use review is completed.

Project Name _____

Did the project receive Land Use Approval? No☐ Yes☐

City Planner _____ File # ___ ___– ___ ___ ___ ___ ___ ___– ___ ___– UP

GENERAL SUBMITTAL DOCUMENTS

Req.	Sub.	
☐	☐	Completed Commercial Building Permit Application
☐	☐	Commercial Building Permit Checklist
☐	☐	Check, cash, Visa/MasterCard for applicable fees
☐	☐	Certificate of Water Availability
☐	☐	Certificate of Sewer Availability
☐	☐	Building Requirements
☐	☐	Planning Requirements
☐	☐	Public Works Requirements
☐	☐	Fire Requirements

MINIMUM DRAWING REQUIREMENTS

- Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances. Each plan sheet should be titled and each drawing therein should be labeled.
- Architectural plans must be drawn to scale (¼" or ⅛"), dimensioned, and labeled.
- Site and Civil plans must be drawn to scale (1" = 20' minimum), dimensioned, and labeled.
- Plan sheet size must be 24" x 36".
- Topographic and boundary survey must be stamped by a surveyor licensed in the state of Washington. Survey datum must be KCAS or NGVD-29.
- All structural plan sheets must be stamped by a structural engineer licensed in the state of Washington.
- All civil plan sheets must be stamped by a civil engineer licensed in the state of Washington.
- Projects over 4,000 square feet in area must be designed, stamped, and signed by an architect licensed to practice in Washington State.
- Drawings and construction documents prepared by a Washington State design professional, whether required to be or not, must be stamped and signed by the preparer.

BUILDING REQUIREMENTS

Req.	Sub.	
☐	☐	**A. Structural Calculations**
☐	☐	**B. *Washington State Energy Code* Compliance Forms**
☐	☐	**C. Soils Report** prepared by a Geotechnical Engineer
☐	☐	**D. Site Plan**
		1. North arrow, bar scale, and vicinity map. 2. Basic data (type of structure, square footage, location). 3. Location and dimensions of existing and proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls. 4. Show **with dashed lines** any existing structures to be demolished. 5. Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 225 feet of the site. 6. Site contours and drainage (existing in dashed and new in solid lines) and details. 7. Existing and proposed utilities including: utility poles and boxes, transformers, generators, water, storm sewer, sanitary sewer, and fire hydrants. 8. Total parking stalls count. Show required van accessible parking space with an adjacent access aisle per ICC/ANSI Standard A1117.1-2009, ANSI 502.4.
☐	☐	**E. Foundation Plan**
		1. Stamped engineering calculations and structural drawings are required for all foundations/footings. 2. Provide plan view of foundation. 3. Location and size of exterior and interior bearing foundations/footings. 4. Location, size, embedment, and spacing of reinforcing steel anchor bolts, hold downs (if required), and post to footing connections.
☐	☐	**F. Floor Plan**
		1. Show all rooms. Specify use and size of all rooms (classify per *International Building Code* [IBC] 302). 2. Wall legend must delineate new, existing, demolished, and relocated construction. 3. Show location, size, and door swing for all required exits. 4. Provide egress plan. 5. Specify size, grade, species, direction of run, span, and spacing of all framing members (may be provided on floor plan in lieu of separate framing plans). 6. Provide reflected ceiling plan. Show required draft stopping for combustible construction.

Req.	Sub.	
☐	☐	**G. Framing Plan**
		1. Specify size, span, spacing, species, and grade of lumber, or manufacturer and series of steel framing for all framing members. 2. Provide attachment details for top and bottom plates. Specify size and spacing of fasteners. 3. Clearly show bearing and shear walls. Specify nailing schedule. 4. Show materials and method of connection for all posts to beams connections. 5. Special connection methods must be detailed to show how the structure is held together. 6. Provide deflection detail stamped by architect or engineer for full height walls.
☐	☐	**H. Building Elevations**
		1. Front, rear, and side (labeled as north, south, east, and west) building elevations of proposed structures. Show full height elevation from finish floor to highest point of structure. 2. Specify finished materials to be utilized in construction. Specify size of all materials. 3. Show shear walls and/or diagonal bracing. 4. Show complete exterior weatherization details. 5. Exterior wall openings. Show all doors and windows. Specify sizes if not shown on floor plan. 6. Garbage/recycling facility screen details. 7. Roof-top and ground based mechanical equipment screen details. 8. Building height calculation.
☐	☐	**I. Building Cross Sections**
		1. Show sections of structure that clarify in detail typical conditions & describe otherwise hidden conditions. 2. Provide typical wall section. Show components of wall, including finish materials. 3. Provide detail showing lateral bracing per 1604.4 IBC. 4. Ceiling construction (size & spacing of joists) and insulation; provide cross section of dropped ceiling and detail lateral bracing requirements of ASTM Standard C636/C636M. 5. Roof structure (size and spacing of joists or pre-manufactured truss spacing) and insulation (if applicable). 6. Provide full height details for all mezzanines and stairways. Details must specify framing members, spacing, and finishes.
☐	☐	**J. Fire Resistive Elements**
		1. Provide fire rated building elements complying with the fire-resistive prescriptive requirements of IBC Tables 721.1(1), 721.1(2), 721.1(3), or specify file number from the current Gypsum Association *Fire Resistance Design Manual* or the *USG Fire-Resistant Assemblies Manual* or other approved fire-resistive design manual. This applies for **all rated** walls and ceilings, including corridors, occupancy separations, area separation walls, etc. All fire rated assemblies shall be provided in their entirety. 2. Provide details that show how penetrations through fire resistive elements are protected using UL listed assemblies. 3. Show cross sections for required fire rated parapet walls.
☐	☐	**K. Barrier Free Access**
		1. Provide floor plans and elevations of sufficient detail to show that the building and site facilities are accessible to persons with disabilities, as provided in ICC/ANSI Standard A117.1-2009 requirements for barrier-free accessibility. 2. Plans must show an accessible route of travel. An accessible route of travel is a continuous unobstructed path connecting all accessible elements and spaces (restrooms, drinking fountains, elevators, etc.) in an accessible building or facility that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities. 3. Show the primary entry door and all accessible entrances into the building. 4. Provide floor plans and elevations with dimensions for restrooms, kitchens, counters, and similar fixed facilities showing compliance with barrier-free access requirements. 5. Provide hardware schedule specifying door locksets and latch sets having lever, push operated, or other devices. 6. In an existing building, to the maximum extent feasible, the path of travel to altered areas shall be made accessible. The path of travel means a continuous, unobstructed way of pedestrian passage by means of which an altered area may be approached, entered, and exited; and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entry to the facility, and other parts of the facility. (This includes restrooms, telephone, and water fountains serving the altered area.)

Req.	Sub.	
☐	☐	**L. Energy/Ventilation –** Select energy code compliance option and provide completed forms for option chosen.
		1. *Component Performance Compliance Approach* – Provide a separate sketch of elements for each wall, ceiling, and floor type. A wall schedule keyed to the individual sketches is necessary for projects with more than one wall, ceiling, or floor type. Provide appropriate sections with dimensions sufficiently detailed to indicate where each type of element occurs. 2. Provide completed *Lighting Power Summary* and *Lighting Budget Worksheet* specifically identifying light fixture (wattage for light fixtures must include ballast wattage). 3. Show compliance with the ventilation requirements of the *International Mechanical Code* (IMC) Table 403.3, as amended by the state.
☐	☐	**M. Plumbing Plans –** These can be submitted separately **for Commercial projects ONLY**.
		1. Plumbing equipment layout over the floor plan. 2. Show plumbing isometric drawings (riser diagrams showing all plumbing dimensions for supply lines and drains).
☐	☐	**N. Mechanical Plans –** These can be submitted separately **for Commercial projects ONLY**
		1. Roof plan (if equipment is located on the roof) showing all mechanical equipment, vents, roof access, and equipment screening. 2. Elevation views of building (if equipment is located on the roof) from all adjacent streets and property lines. 3. Show parapet or screening methods for both ground-related & rooftop units. (Rooftop screening must be architecturally compatible with building if the equipment extends above the roofline.) 4. Legend and general notes. 5. Mechanical envelope summary form and/or mechanical summary forms. 6. List of equipment and schedule including equipment brand names, model numbers, input and output gas capacities, tons of cooling, efficiency ratings, cfm capacity, electric motor efficiencies, location, and weight. 7. Structural drawings required. (Weight load evaluated and seismic attached. For replacement equipment, state the weight of the old and new equipment on the plans, and show the old and new location of the replacement equipment. If the new equipment weight is equal or less than the existing, and in the same location, structural calculations will not be required.) 8. Mechanical floor plan layout. a. Duct and equipment layout over the floor plan. b. The size of ducts and outlets. c. The name and anticipated usage of each room. d. The cubic feet of air per minute (cfm) at each diffuser, return air register, exhaust, and transfer grills. e. Location and details of fire dampers.
☐	☐	**O. Racks**
		1. Steel storage racks shall be designed per IBC 2209 and 1705.12.7, and shall be designed by a Washington State licensed professional engineer per IBC Chapter 16. 2. Load application and rack configuration drawings shall be furnished with each rack installation. 3. Plans shall detail rack locations; height and length of each rack; width of aisles; ceiling/roof height; location of exits; and shall detail products, including packaging, shelving, and sprinkler design information. 4. Specify size, spacing, and manufacturer of anchors. 5. High pile storage racks shall comply with *International Fire Code* (IFC).
☐	☐	**P. Other items deemed pertinent by the Building Division.**
		_____
Additional items may be required by the Building Division after initial review.		

I acknowledge that the above required documents/plans contain all the listed information. _____
Initials

PLANNING REQUIREMENTS

Req.	Sub.	
☐	☐	**A. Landscape Plan**
		1. Name, phone number, and license stamp of preparer. 2. North arrow and bar scale. 3. Specific location, type, size, and number of trees to remain and to be removed. 4. Plant schedule with the scientific name, common name, size, spacing, and quantity of each. 5. Specific location and square footage calculations of drought tolerant landscaping (document that a minimum 25 percent is provided per FWRC 19.125.040[6]). 6. Irrigation plan for lawn areas. 7. Specific location, square footage calculations, and total square footage of each parking lot landscape island per FWRC 19.125.070(2)(a). 8. Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical/electrical equipment. 9. Building wall area landscaping per FWRC 19.125.040. 10. Specific location of street trees in the right-of-way. 11. Identify perimeter landscape type as I, II, III, or IV.
☐	☐	**B. Other items deemed pertinent by the Planning Division.**
		_____
Additional items may be required by the Planning Division after initial review		

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PUBLIC WORKS REQUIREMENTS

Separate Engineering (EN) Permit Submitted? No☐ Yes ☐ Submittal Date: _____

Notes_____

Req.	Sub.	
☐	☐	**A. Topographic and Boundary Survey of Existing Conditions**
		1. Project name, plan date, and/or revision date(s). 2. Name, phone number, and license stamp of surveyor. 3. North arrow and bar scale. 4. Existing grades, minimum two-foot contours for slopes less than 15 percent and five-foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29. Call out Critical Areas (Steep Slopes). 5. Existing property lines, easements, lot corners, and monuments. 6. Existing utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, underground cable and fiber optics, gas, and fire hydrants. 7. Existing wetlands, wetland buffers. 8. Existing trees, onsite and offsite within 50’ of property lines. 9. Existing structures, fences, walls, etc.

Req.	Sub.	
☐	☐	**B. Grading/Demolition Plan**
		1. All items listed in **B** (above). 2. Proposed contours. 3. Proposed demolition. 4. Proposed improvements. 5. Retained trees.
☐	☐	**C. Erosion Control Plan**
		1. Overlaid on Grading/Demolition Plan. 2. Proposed sediment retention. 3. Proposed flow control facility (sized to minimum Level 1 Flow Control). 4. Perimeter control. 5. Tree protection for onsite retained trees and for offsite trees within 50' of property line.
☐	☐	**D. Storm Drainage Plan and Profiles**
		1. Existing and proposed conveyance system with pipe type, sizes, etc. (may be combined with frontage improvement plan); only concrete or ductile iron allowed in public ROW. 2. Proposed detention/retention system in plan and profile views. 3. Proposed water quality system in plan and profile views. 4. Proposed Low Impact Development measures.
☐	☐	**E. Frontage Improvement Plan and Profiles**
		1. Plan view of existing and proposed road, curb, gutter, sidewalk, ADA ramps, driveways, and utilities. 2. Profile view of road centerline grades, gutter flowline grades, vertical and horizontal curves, with stationing. 3. Section view showing pavement section, curb, gutter, and sidewalk. 4. Striping plan. 5. Signage.
☐	☐	**F. Street Lighting Plan with Photometrics**
		1. Plan view with streetlights, J-boxes, conduit, service cabinets. Include stationing and offset. 2. Photometric plan and line-loss calculations.
☐	☐	**G. Landscape Plan**
		1. All landscape plan items listed in the Planning Packet (above). 2. Street tree locations. 3. Low Impact Development soils and planting plan.
☐	☐	**H. Details**
		1. Low Impact Development measures. 2. Control Structure. 3. Water Quality. 4. All applicable standard City details for streets, street tree planting, streetlighting, striping, signage, erosion control, storm structures, etc. 5. ADA ramps with elevations to fit site.
☐	☐	**I. Technical Information Report**
		1. See requirements outlined in the current *King County Surface Water Design Manual* (KCSWDM).
☐	☐	**J. Geotechnical Report With Soils Infiltration Tests**
		1. See requirements outlined in the current *King County Surface Water Design Manual* (KCSWDM).

☐	☐	**K. Other Plans/Reports (circle required items)**
		1. Traffic Signal. 2. Rapid Flashing Beacon/Crosswalk. 3. Offsite improvements. 4. Sight Distance Analysis. 5. WSDOT Approval. 6. Spill Prevention Plan (attached) 7. Other _____
Req.	Sub.	
☐	☐	**L. Other items deemed pertinent by Public Works**
		_____
Additional items may be required by Public Works after initial review		

I acknowledge that the above required documents/plans contain all the listed information. _____
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FIRE DEPARTMENT REQUIREMENTS

Req.	Sub.	
☐	☐	**A. Water System Hydraulic Model *(fire flow) report***
☐	☐	**B. Other items deemed pertinent by South King Fire & Rescue**
		_____
Additional items may be required by South King Fire & Rescue after initial review		

I acknowledge that the above required documents/plans contain all the listed information. _____
Initials

STAFF USE ONLY

Building Permit File # ___ ___– ___ ___ ___ ___ ___ ___– CO

Intake by: _____ Date: _____